

United States Embassy

Tokyo, Japan



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Position Vacancy: Commercial Specialist (TOKYO)

Vacancy Announcement: #231

OPEN TO: All Interested Candidates
POSITION: **Commercial Specialist (position number A78016)**
*FSN-9, **FS-5 Step 1 (Trainee Level 1)
*FSN-10, **FS-5 Step 5 (Trainee Level 2)
*FSN-11, **FS-4 (Full Performance)
OPENING DATE: December 10, 2004
CLOSING DATE: January 10, 2005
WORK HOURS: Full Time 40 hours/week
SALARY: Range for *Ordinarily Resident: ¥10,428,220 – 12,290,037 per annum
Range for **Not-Ordinarily Resident: US\$37,694 – US\$46,519 per annum
Please see the QUALIFICATIONS section for salary details.
(Not-Ordinarily Resident Position Grade FS-4 to be confirmed by Washington.)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. Please indicate where you learned of this announcement in your cover letter.
6. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

THE U.S. EMBASSY IS SEEKING: a senior professional who can advise the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services. If hired at a trainee level, the employee may begin with a limited portfolio and assume greater responsibilities with experience and training. This position provides a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and Japanese business representatives. The successful candidate should have an extensive network of contacts in retail stores, trading houses, distributors, and large department stores to help U.S. companies sell a wide range of consumer goods products, as well as mid- to senior- level contacts in government. The Commercial Specialist also advises U.S. and Japanese clients on laws affecting trade and investment, informs Japanese officials and business organizations about U.S. legislation, regulations, and practices pertaining to foreign trade, undertakes research, preparing complex factual reports on a variety of matters affecting U.S. exports and trade, and investigates trade complaints, making recommendations for resolution. This position also mentors junior staff on Commercial

service policies and procedures, serves as team leader for more extensive projects, and may be requested to supervise and/or provide training to junior staff in all aspects related to the work of Commercial Specialists.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- AT TRAINEE LEVEL 1 ---

**Not-Ordinarily Resident: FS-5 Step 1 US\$37,694 per annum

*Ordinarily Resident: FSN-9 ¥10,428,220 per annum

1. **Education:** Bachelors degree or equivalent in business management, economics, marketing, finance, international trade or similar field is required.
2. **Prior Work Experience:** Three to Five years of progressively responsible experience in business in the fields of marketing, trade promotion, international trade, economic research, banking or similar field is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading English and Japanese is required.
4. **Knowledge:** A sound understanding of the domestic economy, commercial and industrial sector, business and industry customs and practices, and trade investment laws, regulations and policies is required. A thorough knowledge of local and national retail distribution channels including wholesalers, trading houses, distributors, large department stores, etc., and a familiarity with U.S. business practices is required.
5. **Skills and Abilities:** Ability to develop and maintain an extensive range of mid to high-level contacts in the Japanese government and private sector; ability to plan, organize, and execute commercial research projects, to prepare precise and accurate reports, and to render advice with detachment and objectivity, employing sound professional judgment, is required.
6. **Post-Entry Training:** On-the-job training in the Commercial Service on export promotion programs, market research, software applications, etc. with distance learning courses and training programs in the U.S. or elsewhere.

--- AT TRAINEE LEVEL 2 ---

**Not-Ordinarily Resident: FS-5 Step 5 US\$42,425 per annum

*Ordinarily Resident: FSN-10 ¥11,340,565 per annum

1. **Education:** Bachelors degree or equivalent in business management, economics, marketing, finance, international trade or similar field is required.
2. **Prior Work Experience:** Four to six years of progressively responsible experience in business in the fields of marketing, trade promotion, international trade, economic research, banking or similar field is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading English and Japanese is required.
4. **Knowledge:** A thorough understanding of the domestic economy, commercial and industrial sector, business and industry customs and practices, and trade investment laws, regulations and policies is required. A thorough knowledge of local and national retail distribution channels including wholesalers, trading houses, distributors, large department stores, etc., and a familiarity with U.S. business practices is required. A sound knowledge of Commercial Service trade promotion goals, programs, and procedures, marketing strategies and reporting requirements is required.
5. **Skills and Abilities:** Ability to develop and maintain an extensive range of mid to high-level contacts in the Japanese government and private sector; ability to plan, organize, and execute commercial research projects, to prepare precise and accurate reports, and to render advice with detachment and objectivity, employing sound professional judgment, is required.
6. **Post-Entry Training:** On-the-job training in the Commercial Service on export promotion programs, market research, software applications, etc. with distance learning courses and training programs in the U.S. or elsewhere.

--- AT FULL PERFORMANCE LEVEL ---

**Not-Ordinarily Resident: FS-4 US\$46,519 per annum

*Ordinarily Resident: FSN-11 ¥12,290,037 per annum

1. **Education:** Bachelors degree or equivalent in business management, economics, marketing, finance, international trade or similar field is required.
2. **Prior Work Experience:** Five to seven years of progressively responsible experience in business in the fields of marketing, trade promotion, international trade, economic research, banking or similar field is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading English and Japanese is required.
4. **Knowledge:** A thorough understanding of the domestic economy, commercial and industrial sector, business and industry customs and practices, and trade investment laws, regulations and policies is required. A thorough knowledge of local and national retail distribution channels including wholesalers, trading houses, distributors,

large department stores, etc., as well as a thorough knowledge of U.S. business practices is required. A sound knowledge of Commercial Service trade promotion goals, programs, and procedures, marketing strategies and reporting requirements is required.

5. **Skills and Abilities:** Ability to develop and maintain an extensive range of mid to high-level contacts in the Japanese government and private sector; ability to plan, organize, and execute commercial research projects, to prepare precise and accurate reports, and to render advice with detachment and objectivity, employing sound professional judgment, is required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. **EFM:** Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM:** An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer